

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Office of Personnel**

**District Personnel Manual Issuance System**

This bulletin should be filed behind  
the divider for part III of DPM  
Chapter(s) 12

**DPM Bulletin No. 12-225**

**SUBJECT:** Excused Absence for Parents to Accompany their  
Children to School: Beginning of School Year  
2006 – 2007

**Date:** August 15, 2006

As in previous years, this District Personnel Manual (DPM) bulletin is issued to outline the policy on excused absences for parents to accompany their children to school for the beginning of school year 2006 – 2007.

**EXCUSED ABSENCE –**

- An *EXCUSED ABSENCE* is an absence from duty administratively authorized without loss of pay and without charge to leave. An excused absence is ordinarily authorized on an individual basis, except where a particular location/building is closed, or a group of employees is excused for various reasons/purposes.

**Policy on Excusing Parents to Accompany their Children to School for the Beginning of School Year**

The policy on excusing parents to accompany their children to school for the beginning of the school year is authorized by D.C. Official Code § 1-612.01 *et seq.* (2001); and Chapter 12 of the DPM – Hours of Work, Legal Holidays, and Leave, Part II, Subpart 10, *Excused Absences*, Section 10.5.

Each individual employed by the District government in an agency under the personnel authority of the Mayor who is a **parent, foster parent, guardian, or primary care giver** is encouraged to accompany his or her child to school on the first day of school, and to meet the child's teacher(s). A primary care giver is an individual with whom a child lives, and who provides the child with direct care and supervision.

The provisions of this bulletin apply to each District government employee of an agency under the personnel authority of the Mayor whose child is in any of the following types of public, private, or parochial schools:

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*Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]*

**Inquiries:** DCOP, Office of Policy (202) 442-9644

**Distribution:** Heads of Department and Agencies, HR Advisors, and DPM Subscribers

**Bulletin Expires:** September 30, 2006

• Pre-school programs
• Elementary school
• Junior high school or middle school
• Senior high school

The provisions of this bulletin apply to parents regardless of place of residence or location of the school that their children attend.

Each subordinate agency head (or designee) will ensure that agency employees are granted, upon request, a period of excused absence (“administrative leave”) to accompany their children to school on the first day of school or on another day during the first week of school. No more than **two (2) hours of excused absence** may be granted to an employee for this purpose. If additional time is required, employees must request annual leave, leave without pay, or compensatory time, as appropriate.

Agencies must pre-determine which employees must remain on duty or report to duty to provide minimum required services.

Every effort should be made to grant requests for excused absences on the first day of school; however, the granting of all such requests may not be feasible if it results in disruption of public services provided by a subordinate agency. Accordingly, when an employee cannot be granted excused absence on his or her child’s first school day, he or she may request excused absence, as provided herein, within the first week of school.

Employees should complete a D.C. Standard Form 71, *Application for Leave*, to request excused absence or other additional leave for the purpose set forth in this bulletin as far in advance as possible. Employees who previously requested leave and are granted leave for the entire day will be charged leave for the entire day.

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